

**GENERAL SERVICES ADMINISTRATION**

Federal Supply Service  
Authorized Federal Supply Schedule Price List  
FSC Group: 520

<b>Schedule Title:</b>	<b>Financial and Business Solutions</b>
<b>Contract number:</b>	<b>GS-23F-0287M</b>

\*For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Contract period:** August 29, 2012 through August 28, 2017

**Contractor's name, address, phone number & fax number**

Booth Management Consulting, LLC  
10320 Little Patuxent Parkway, Suite 200  
Columbia, MD 21044  
Phone- 410-309-4929  
Fax- 410-772-0700  
E-mail contact- [robinb@bmc-llc.net](mailto:robinb@bmc-llc.net)

**Contractor's web site address:** [www.bmc-llc.net](http://www.bmc-llc.net)

**Contract Administrator:** Robin Booth, CPA Principal

**Business size:** Small Disadvantage and Economically Disadvantaged Women Owned Certified Business

**Prices Shown Herein are Net (discount deducted).**

**Date:** June 19, 2014

**CUSTOMER INFORMATION**

- 1a. **Awarded Special Items:**
- |            |                                  |
|------------|----------------------------------|
| SIN 520-7  | Financial & Performance Audits   |
| SIN 520-11 | Accounting                       |
| SIN 520-12 | Budgeting                        |
| SIN 520-13 | Complementary Financial Services |
- 1b. **See page 6 for pricing**
- 1c. **See Page 7 for labor categories**
2. **Maximum order:** \$1,000,000
3. **Minimum order:** \$ 300.00
4. **Geographic coverage:** Domestic
5. **Points of Production:** Based in Columbia, Maryland (Howard County)
6. **Discount from list prices or statement of net price:** Prices Shown Herein are Net
7. **Quantity discounts:** N/A
8. **Prompt Payment Terms:** 30 days ARO
- 9a. **Notification that Government purchase cards are accepted at or below the micro purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro- purchase threshold:** None
10. **Foreign items:** None
- 11a. **Time of delivery:** Per Task
- 11b. **Expedited Delivery:** Items Available for expediting are noted in price list.
- 11d. **Overnight and 2-day delivery:** Yes
12. **F.O.B points:** Destination
- 13a. **Ordering address:**

10015 Old Columbia Road, Suite B-215  
Columbia, MD 21046

- 13b **Ordering procedures:**  
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).
14. **Payment address:**  
10015 Old Columbia Road, Suite B-215  
Columbia, MD 21046
15. **Warranty Provision:** None
16. **Export packing charges:** N/A
17. **Terms and conditions of Government purchase card acceptance.** N/A
18. **Terms and conditions of rental, maintenance, and repair** N/A
19. **Terms and conditions of installation.** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices.** N/A
- 20a. **Terms and conditions for any other services.** N/A
21. **List of service and distribution points.** N/A
22. **List of participating dealers.** N/A
23. **Preventive maintenance.** N/A
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](https://www.Section508.gov/).** N/A
25. **Data Universal Number Systems (DUNS) number:** 069527419
26. **Notification regarding registration in Central Contractor Registration:** Yes

## **ABOUT US**

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Booth Management Consulting, LLC "BMC" is an accounting, auditing, and management consulting firm established in 1995. As a small, minority, and economically disadvantaged woman owned business (EDWOSB), we specialize in compliance (contract) auditing, accounting, management and consulting services. Our innovative business management techniques and extremely experienced staff are the foundation for our success. By carefully assessing each customer's needs and setting strict quality standards, we consistently provide the highest caliber of services available in today's market.

Our highly qualified full time staff consists of Certified Public Accountants, accountants, financial analysts, and management consultants with experience in corporate and government accounting. We strategically hired individuals with experience working with small and large organizations.

BMC has been approved to provide the following services:

### **SIN 520-7 Financial & Performance Auditing**

At BMC, we create meaningful, value-added solutions that ensure Agency effectiveness and efficiency. Our core competencies include acquisition and procurement support; compliance auditing; internal control design, implementation and testing; audit readiness; business support services and contracts administration. BMC has more than 15 years of successful work collaboration with Federal, State, and Local government entities in the areas of financial and performance auditing.

### **SIN 520-11 Accounting**

BMC has the in-depth understanding of government accounting and financial statement reporting that we have found many federal agencies can benefit tremendously from by having access to the resources and expertise of a private firm. The specialized skills, research, broad experience, and the ability to quickly add high-quality resources at a moment's notice can be invaluable to an agency's financial operations. **BMC** has focused significant efforts and resources on developing a thorough understanding and approach to federal financial management and accounting support services. BMC has developed a CFO Framework approach that is focused on compliance with Federal financial management regulations and guidelines to include services from budgeting to obligations, accruals, reconciliation, and financial statement preparation.

**SIN 520- 12      Budgeting**

We understand that the key to any organization's success is its resources. Our staff has extensive experience in budget development and execution. The budget is the fundamental document that both defines and constrains government operation. Therefore, it is critical that the process for development of the budget is communicated in a manner that is timely and effective to ensure that the agency priorities are communicated and included in the current request. Our staff is experienced in evaluating, analyzing, and forecasting spending, as well as transferring and realigning funds within the constraints of the law and ensuring that the process for performing these reviews are communicated, trained and implemented through-out the organization. Our staff will identify areas within FTA that inhibits this process from being effective and develop the necessary corrective action. This comprehensive evaluation of the financial operations will ensure that FTA procedures are not only documented, but also documented in a manner that is evaluative so that the necessary changes can be incorporated in the operations to ensure operational efficiency and effectiveness. Benchmarking is just one of the tools that we will use to ensure that the best practices are identified, taught, implemented, and evaluated to ensure that FTA is operating in the most efficient and effective manner. Our staff is not only experienced in the process of financial management, but we are experienced in facilitating change. Our staff has the ability to break down barriers to change, bill a consensus, and mobilize staff to an improved operation.

**SIN 520-13      Complementary Financial Management Services**

BMC prides itself on being flexible, able to quickly gain an understanding of a client's needs to ensure that our services address user requirements, and that the resulting deliverable is accurate, completed timely, and easily understood by its end users (external and internal). We possess analytical skills that augment an agencies staff in conducting comprehensive studies in support of budget and financial management operations and to support any ad hoc information requirements. Our staff has a comprehensive knowledge of financial operations which provides them with essential skills to accurately examine the voluminous amount of information that flows through financial operations to ensure that critical information is reported in briefings and presentations. The end product is correct information that oversight officials can use to support financial management, performance budgeting and strategic planning goals.

We have performed tailored studies on specific programs, as well as agency level processes and provided reports and related briefings to senior management with recommendations on potential improvements. Areas of support include cost allocation, compliance, operational effectiveness, budget development (using zero-based or conventional budget assumptions), pricing models (including forward pricing and financial capacity), program goals and performance measures consistent with the Government Performance and Results Act (GPRA), as well as organizational evaluations related to job descriptions and program policies and procedures.

## SCHEDULE PRICE LIST

### SIN 520 7

#### GSA 520-7

Rates					
GSA Labor Category	8/28/2012-8/29/2013	8/28/2013-8/29/2014	8/28/2014-8/29/2015	8/28/2015-8/29/2016	8/28/2016-8/29/2017
Partner, Director, Principal	\$ 154.68	\$ 159.32	\$ 164.10	\$ 169.02	\$ 174.09
Audit Manager	\$ 138.13	\$ 142.27	\$ 146.54	\$ 150.94	\$ 155.47
Senior Auditor	\$ 94.30	\$ 97.13	\$ 100.04	\$ 103.04	\$ 106.14
Auditor	\$ 75.65	\$ 77.92	\$ 80.26	\$ 82.66	\$ 85.14
Audit Coordinator	\$ 52.57	\$ 54.15	\$ 55.77	\$ 57.44	\$ 59.17
Audit Clerk	\$ 52.57	\$ 54.15	\$ 55.77	\$ 57.44	\$ 59.17

\*Prices are net, fully burdened hourly rates.

### SIN 520 11 - Accounting

#### GSA 520-11

Rates					
GSA Labor Category	8/28/2012-8/29/2013	8/28/2013-8/29/2014	8/28/2014-8/29/2015	8/28/2015-8/29/2016	8/28/2016-8/29/2017
Partner	\$ 201.89	\$ 207.95	\$ 214.19	\$ 220.61	\$ 227.23
Program Manager	\$ 179.75	\$ 185.14	\$ 190.70	\$ 196.42	\$ 202.31
Senior Project Manager	\$ 160.21	\$ 165.02	\$ 169.97	\$ 175.07	\$ 180.32
Project Manager	\$ 140.68	\$ 144.90	\$ 149.25	\$ 153.72	\$ 158.34
Senior Principal Accountant	\$ 126.35	\$ 130.14	\$ 134.04	\$ 138.07	\$ 142.21
Senior Accountant II	\$ 114.62	\$ 118.06	\$ 121.60	\$ 125.25	\$ 129.01
Senior Accountant I	\$ 95.08	\$ 97.93	\$ 100.87	\$ 103.90	\$ 107.01
Advanced Accountant	\$ 78.15	\$ 80.49	\$ 82.91	\$ 85.40	\$ 87.96
Accountant II	\$ 65.13	\$ 67.08	\$ 69.10	\$ 71.17	\$ 73.30
Accountant I	\$ 61.21	\$ 63.05	\$ 64.94	\$ 66.89	\$ 68.89
Accounting Clerk	\$ 40.38	\$ 41.59	\$ 42.84	\$ 44.12	\$ 45.45

\*Prices are net, fully burdened hourly rates.

## SIN 520 12 - Budgeting

### GSA 520-12

Rates					
GSA Labor Category	8/28/2012-8/29/2013	8/28/2013-8/29/2014	8/28/2014-8/29/2015	8/28/2015-8/29/2016	8/28/2016-8/29/2017
Partner	\$ 201.89	\$ 207.95	\$ 214.19	\$ 220.61	\$ 227.23
Program Manager	\$ 179.75	\$ 185.14	\$ 190.70	\$ 196.42	\$ 202.31
Senior Project Manager	\$ 160.21	\$ 165.02	\$ 169.97	\$ 175.07	\$ 180.32
Project Manager	\$ 140.68	\$ 144.90	\$ 149.25	\$ 153.72	\$ 158.34
Senior Principal Accountant	\$ 126.35	\$ 130.14	\$ 134.04	\$ 138.07	\$ 142.21
Senior Accountant II	\$ 114.62	\$ 118.06	\$ 121.60	\$ 125.25	\$ 129.01
Senior Accountant I	\$ 95.08	\$ 97.93	\$ 100.87	\$ 103.90	\$ 107.01
Advanced Accountant	\$ 78.15	\$ 80.49	\$ 82.91	\$ 85.40	\$ 87.96
Accountant II	\$ 65.13	\$ 67.08	\$ 69.10	\$ 71.17	\$ 73.30
Accountant I	\$ 61.21	\$ 63.05	\$ 64.94	\$ 66.89	\$ 68.89
Accounting Clerk	\$ 40.38	\$ 41.59	\$ 42.84	\$ 44.12	\$ 45.45

**\*Prices are net, fully burdened hourly rates.**

## SIN 520 13 Complimentary Financial Management Services

### GSA 520-13

Rates					
GSA Labor Category	8/28/2012-8/29/2013	8/28/2013-8/29/2014	8/28/2014-8/29/2015	8/28/2015-8/29/2016	8/28/2016-8/29/2017
Partner	\$ 201.89	\$ 207.95	\$ 214.19	\$ 220.61	\$ 227.23
Program Manager	\$ 179.75	\$ 185.14	\$ 190.70	\$ 196.42	\$ 202.31
Senior Project Manager	\$ 160.21	\$ 165.02	\$ 169.97	\$ 175.07	\$ 180.32
Project Manager	\$ 140.68	\$ 144.90	\$ 149.25	\$ 153.72	\$ 158.34
Senior Principal Accountant	\$ 126.35	\$ 130.14	\$ 134.04	\$ 138.07	\$ 142.21
Senior Accountant II	\$ 114.62	\$ 118.06	\$ 121.60	\$ 125.25	\$ 129.01
Senior Accountant I	\$ 95.08	\$ 97.93	\$ 100.87	\$ 103.90	\$ 107.01
Advanced Accountant	\$ 78.15	\$ 80.49	\$ 82.91	\$ 85.40	\$ 87.96
Accountant II	\$ 65.13	\$ 67.08	\$ 69.10	\$ 71.17	\$ 73.30
Accountant I	\$ 61.21	\$ 63.05	\$ 64.94	\$ 66.89	\$ 68.89
Accounting Clerk	\$ 40.38	\$ 41.59	\$ 42.84	\$ 44.12	\$ 45.45



**LABOR CATEGORY DESCRIPTIONS**

**SIN 520 7**

<b>Labor Category</b>	<b>Functional Responsibility</b>
Partner, Director, Principal	Organizes and directs engagement, negotiates and makes decisions for the firm; participates in meetings to resolve issues; part of the quality control team reviewing reports and other deliverables, ensures compliance with Firm policies and professional standards.
Audit Manager	Executes the project including, monitoring schedules and budgets; providing technical oversight; participates in project staffing and planning issues; works with customer on implementation issues; manages staff assigned to project; works with Partner/Principal/Director to resolve staffing and Firm resource issues. Conducts preliminary quality control over project deliverables and activities.
Senior Auditor	Either serves as the Project Lead and/or under the direction of a more experienced auditor depending on the size and scope of the audit. Plans, assigns and supervises day to day work schedule for staff. Develops, maintains and monitors sub-task work plans. If lead auditor, performs first-line issue resolution and provides updates on engagement progress to more senior members of the team. Helps draft final report. Conducts on-site quality control inspections. Reviews and approves all milestone documentation.
Auditor	Performs tasks required to meet project deliverables. Supports team in execution of the audit plan. Reviews and analyzes information and other project requirements. Performs corrective or support actions. Assists senior staff in reporting and tracking of project costs and level of effort.
Audit Coordinator	Works directly with the lead auditor and senior staff providing administrative support. Tracks and monitors project schedule, budget and documentation. Coordinates audit related travel and meetings; deliverable review by the quality control team; receipt of new orders; and all other areas as requested by the senior audit team. Assists in the preparation of status reports, briefings, and other communications.
Audit Clerk	Enters data, classifies transactions, totals, and foot work papers. Provides administrative and accounting support to project team. Performs a variety of general accounting support tasks. Strong data entry skills and high level of accuracy.
Accountant II	Works at the direction of a supervisor assisting in carrying out the overall plan for the project or tasks. Works on specific elements of a project or tasks. Prepares lead schedules, subsidiary ledgers and reconciliation's for review by supervisor. Works independently with clear direction from Supervisor. Submits all tasks for review. Assists in the compilation of data for review by supervisor.

Labor Category	Functional Responsibility
Accounting Clerk	Entered data, classify transactions, totaled and footed work papers. All work is assigned by staff and reviewed by appropriate staff. Provides daily routine assistance to staff in technical areas.

**SIN(S) 520 11, 520 12, 520 13**

Labor Category	Functional Responsibility
Partner	Effectively and efficiently organize, manages and directs all task projects to the appropriate staffing ensuring adequate experience and qualifications. Reviews all deliverables with supervisors to ensure compliance with contract terms. Maintains a system of verification between invoices and hours worked per employee per task on a daily basis. Ensures all personnel resources and deliverables are in compliance with Federally approved accounting standards. Communicates in writing and orally, with all levels of management within an agency providing reports on status of all projects, monitoring all activities, responding to requests from Contracting Officers in a timely manner, handles all emerging issues or problems, and provides timely and accurate input.
Program Manager	Responsible for managing all facets of an engagement serving as the primary liaison between the firm and the client (contracting agent). Establishes and maintains quality standards for work performance for all contract task orders, projects and services. Adequately plans all engagements, tasks or projects including formulating the technical approach to providing services, establishing the budget, staffing and deadlines. Supervises and reviews work efforts, assigns project resources, supervises subordinate personnel, provides risk management, ensures quality control and compliance with Company standard operating procedure and monitors overall contract performance. Provides management guidance in the accomplishment of work efforts and ensures adherence to contracts and government standards and measures of performance.
Senior Project Manager	Functions as the Senior accounting and management consultant managing accounting, budgeting, financial and consulting personnel providing services. Reports directly to the Program Manager and is involved in the fieldwork and day to day on hand supervision of all task or projects. Implements the contract consistent with the approved planning memorandum, task order, deliverables, budget, personnel resources and deadlines. Ensures all deliverable items conform to contract and all applicable standards. Plans, assigns, schedules and reviews work of subordinates. Explains policies, purpose and objectives of tasks to group and project subordinates.
Project Manager	Works at the immediate direction of the Program Manager or Senior Project Manager and directs the daily activities of the staff. Assumes the responsibilities of the Partner/Program Manager or Senior Project Manager in their absence or under their direction. Utilizes broad knowledge of commercial and Federal government accounting systems, theories and practices that can be applied. Directs the conversion and application of complex accounting systems, theories, principles and practices on various tasks. Assists in implementing and monitoring the overall plan and objectives of deliverables to assure completeness, timeliness and accuracy.
Senior Principal Accountant	Works at the immediate direction of a Project Manager for small engagements and at the direction of a Senior Project Manager for larger engagements. Assumes the responsibilities of the Partner/Program Manager or Senior Project Manager in their

Labor Category	Functional Responsibility
	absence or under their direction. Reviews all deliverable items for submission to Senior Management. Implements the plans, assignments and schedules prepared by upper level management. Initial review of work performed by subordinates. Assist in directing the day-to-day performance of tasks.
Senior Accountant II	Works at the immediate direction of upper management delegating tasks to personnel, tracking deadlines and deliverables, reviewing work papers and compiling information for review by upper level management. Implements the overall objectives of the task/project as outlined in the planning, assignments and scheduling prepared by a supervisor. Initial review of work performed by subordinates. Assist in directing the day-to-day performance of tasks. Some supervisory experience.
Senior Accountant I	Works at the immediate direction of upper management on specific elements of a task or project. Responsible for meeting deadlines and preparing deliverables for review. Prepares work papers and supporting schedules with an understanding of the overall objectives of the task or project.
Advanced Accountant	Works at the direction of a supervisor assisting in carrying out the overall plan for the project or tasks. Works on specific elements of a project or tasks. Prepares lead schedules, subsidiary ledgers and reconciliation's for review by supervisor. Works independently with minimum direction from Supervisor.
Accountant II	Works at the direction of a supervisor assisting in carrying out the overall plan for the project or tasks. Works on specific elements of a project or tasks. Prepares lead schedules, subsidiary ledgers and reconciliation's for review by supervisor. Works independently with clear direction from Supervisor. Submits all tasks for review. Assists in the compilation of data for review by supervisor.
Accounting Clerk	Entered data, classify transactions, totaled and footed work papers. All work is assigned by staff and reviewed by appropriate staff. Provides daily routine assistance to staff in technical areas.